

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 24-Y06
1. POSITION TITLE LAB SUPERVISOR II	AGENCY Department of Public Health	
2. APPROPRIATION CODE [REDACTED]	POSITION NUMBER 00020851	SALARY
3. GENERAL STATEMENT OF DUTIES: Designs, develops and facilitates the delivery of training programs for Massachusetts public and private laboratories and health care providers in the areas of laboratory science, Laboratory Response Network (LRN), good laboratory practices (GLP), good manufacturing practices (GMP), OSHA, quality control, new testing technologies, emerging infectious diseases and in areas of workforce development. Develops training objectives, establishes standards for program evaluation and maintains records for regulatory agencies. Serves as a resource person to laboratories at the SLI for advice on quality control, on-the-job training and distance learning activities. Serves as a liaison between SLI staff and outside institutions. Oversees the production of the SLI newsletter.		
4. SUPERVISION RECEIVED: Ralph Timperi, Asst. Commissioner, Director, State Laboratory Institute		
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF Cecil Jenkins, Laboratory Supervisor I; Kristin Myers, Laboratory Supervisor I; MariaElena Aviles, Bacteriologist II; Administrativie Asst. (currently posted); and Bacteriologist III (currently posted)		
6. DETAILED STATEMENT OF DUTIES: Coordination and planning of both the administrative and technical operations of the State Laboratory Training and Distance Learning Office and production of the SLI Newsletter. This includes the supervision of 5 staff members. Serves as a main contact for distance learning programs and related issues. Consults with and serves as a liaison to the National Laboratory Training Network (NLTN), State Public Health Laboratories, Federal Centers for Disease Control, the Public Health Training Network (PHTN), professional organizations, senior staff members at the State Laboratory and other training professionals to conduct needs assessments and design programs to address the educational and training needs of laboratorians and consumers of laboratory services in the Commonwealth. With the NLTN, establishes and publicizes an annual educational training plan based upon information obtained by means of needs assessment. Designs and develops courses, wet workshops and seminars for the public health and laboratory communities. Prepares marketing materials to advertise the programs to the public health and laboratory community in Massachusetts. Coordinates the delivery of planned programs including designing and printing brochures, ordering supplies and media, hiring faculty, designing evaluation instruments, evaluating programs, providing CEU's and maintaining training records for private and governmental accrediting and regulatory agencies. Designs, develops & delivers training for new State Laboratory employees on such topics as good laboratory and manufacturing practices, quality control, OSHA and other areas as needed. Prepares presentations in PowerPoint and other visual formats. Develops and maintains a training resource roster, in conjunction with the NLTN Area Resource Office (ARO) of "content specialists" and training products. Compiles and analyzes descriptive data and other information for use in research on training programs, needs assessments, training policies and procedures, and for use in determining costs. Recommends changes in training program plans, etc., based on participants' and experts' evaluation of training programs, changes in laws, QA/QC issues and new rules and regulations so that the annual training plans remain well targeted and timely.		
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the principles of medical laboratory science with a specialty in one of the common clinical laboratory disciplines and the ability to interpret laboratory test results in their area of expertise. Knowledge of theory, principles and practices of quality control, quality assurance and total quality management, as applied to a public health or clinical laboratory. Knowledge of the properties and characteristics of hazardous substances used in laboratory work. Knowledge of the techniques for the collection, handling and transportation of specimens used in a laboratory. Knowledge of the proper methods for handling and disposing of hazardous and contaminated laboratory specimens and material. Knowledge of the basic theories and principles of learning and motivation as applied to employee training. Knowledge of current training methods, techniques and program evaluation methods. Ability to give oral & written instruction in a precise and understandable manner. Ability to determine the proper format & procedures for assembling items of information. Ability to exercise sound judgement and maintain harmonious working relationships		

with others.

**8. QUALIFICATIONS ACQUIRED ON JOB:**

Knowledge about Bacteriology of Public Health Interest and Concern, their culture, identification and their etiology. Knowledge about the morphology, physiology and growth requirements of their causative agents. Knowledge about standard and state of the art microbiological and genetic testing methods used in the isolation and identification of public health bacterial diseases and their causative agents. Knowledge about applicable state and federal regulations pertaining to good laboratory practices and laboratory licensure.

**9. MINIMUM ENTRANCE REQUIREMENTS:**

Applicant must have at least (A) four years of full-time, or equivalent part-time, professional or technical experience in chemistry, biology, histology, bacteriology, microbiology, biochemistry or medical laboratory technology, the major duties of which included laboratory analysis and the interpretation of laboratory results and (B) of which at least one year must have been in a supervisory, administrative or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A graduate degree with a major in chemistry, biology, histology, bacteriology, microbiology or medical laboratory technology may be substituted for a maximum of one year required (A) experience\*. \*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: No substitutions will be permitted for the required (B) experience.

**10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:**

**11. REMARKS:**

Signature of Appointing Authority

Title

Agency

Prepared By

Initials of Incumbent

Date

Initials of Supervisor

Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.